

Town of Milton

115 Federal St
Milton, DE 19968



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May 6, 2013

To: Mayor & Council
From: Robin Davis
Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for April 2013. This cover sheet is a supplement to these reports to be used to highlight some of the activities handled by the Planning & Code Enforcement Departments.

Certified Local Government Grant

This department has submitted a grant application administered by the State of Delaware Division of Historical and Cultural Affairs Office requesting grant funding for fiscal year 2013. This proposed project will include an update of the information pertaining to the historic elements of the structures located within the Town's Historic District. The work will take approximately 2 – 3 years to complete and include all the properties within the district. Rebecca Sheppard from the Center of Historic Architecture and Design has agreed to provide assistance in this project which is projected to start in September 2013, if the funding is approved.

Municipal Development Trends Report

This bi-annual report is submitted to State of Delaware Office of State Planning Coordination and used to provide a clear picture of planning & development activity statewide and help promote these activities around existing infrastructure. The data is combined to create a statewide data set that includes municipal and county data in a single format. The report includes information pertaining to building permits for new residential/commercial units, land development applications and zoning changes completed the period of July 2012 – December 2012.

Business/Rental License Review

The department is in the process of comparing the current lists of business/rental licenses issued for 2013 to the lists of business/rental licenses issued for 2012. This will allow the town to identify those that are not in compliance with the code so a follow up can be completed to insure those businesses or rental properties are properly licensed. The town is also looking into ways to identify the in-town home based businesses not currently licensed.

Saturday Work Schedule (Code Enforcement Officer)

Starting in May, the Code Enforcement Officer will work one Saturday per month. This will give the Code Official the opportunity to have direct contact with those residents that are not available during the work week. He will also be able to identify individuals completing work without a building permit, contractors working without a current license or not aware of the hours of construction.

Please feel free to contact me if there are any questions or comments.

Town Council Report
Code Department April 2013

Building Permits Issued	# of Permits	Est. Const Cost	Permit Fee	Note
Single family home	2	\$212,721.00	\$4,254.42	
Single family interior renovations	1	\$2,800.00	\$30.00	
Single family exterior renovations	10	\$46,931.00	\$540.11	
Single family misc.				
Commercial				
Commercial interior renovations				
Commercial exterior renovations	3	\$2,190.00	\$90.00	
Commercial misc.				
Demolition	1	\$0.00	\$50.00	
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Total Permits Issued	17	\$264,642.00	\$4,964.53	

Business/Rental Licenses Issued	General/Rental
	37
Business/Rental License Fees Received	\$4,925.00

Violation Letters Issued	See
Violations Forwarded to Attorney for review	Attached
Contact with Property Owner for violations	Sheet

Planning & Zoning		Status
Ferrimor Homes at Heritage Creek	Prel. Subdivision Plan - Phase 4 Heritage Creek	Tabled

Historic Preservation Commission		Status
	Meeting Cancelled	
	No agenda items	

Board of Adjustment		Status
	Meeting Cancelled	
	No agenda items	

Project Coordinator Monthly Report April 2013

03/25/13 – 03/29/13

- Town Council Meeting Packets
 - o Prepare monthly report
 - o Prepare documentation for agenda items
 - Heritage Creek Phase 4 Subdivision
 - Conditional Use Application – 426 Mainsail Lane
- Code and approve misc. bills
- Utility Account Updates
 - o Review changes with Kristy
- 903 Atlantic Ave
 - o Subdivision questions from new owner
- Cannery Village Propane Tank Field – Preliminary Site Plan Application
 - o Telephone call from engineer for applicant
 - Discuss conditions of preliminary approval by P & Z
 - Alley construction & drainage
 - Propane company felt corrections were developer issues
 - Engineer for propane company to follow up with developer
- Shipbuilders Village
 - o Call from appraisal company – 7 lots
 - Expiration of approval
 - Review code and files
- Heritage Creek Subdivision
 - o Call to Town Engineer
 - Parcel to Phase Plan
 - Phase 4 Preliminary Plan Review
 - Infrastructure Work – Water Main Loop
 - Meet with applicant engineer – DELDOT permit
- Assist in preparing Water Referendum notice mailings
- Email from Town Manager
 - o Cannery Village punch list questions (Mayor-elect Jones)
 - Research files and billing
 - Prepare email response
 - Copy current punch list
- Downzoning of Properties
 - o Contact Bob Kerr to discuss zoning map corrections
 - o Review changes to zoning map
 - o Pick up updated maps
- Staff Meeting
- 107 Heritage Blvd

- Telephone call from owner
 - Request to review 2010/2011 Heritage Creek Plat
 - Concerns about design changes
 - Discussed allowed changes to LPD development
- 207 Summerwalk Blvd – Mr. Russo
 - Street name one word or two
 - Different in county
- 107 Heritage Blvd
 - Call from owner – Mrs. Ferguson
 - Questions about type of homes proposed in area by her house
 - General comments about development
 - Wanted to meet to review approved plans
 - Would pull plans and call back with meeting date

04/01/13 – 04/05/13

- Code and approve misc bills
- Timesheets
- Deliver Town Council packet to Seth
- Historic Preservation Commission
 - Prepare and post agenda
 - Notify library of meeting and room cancellation
- Assist Dustan with Town Council meeting set up
- Attend Town Council meeting (04/01/13)
- Telephone call from Rep. Steve Smyk
 - Cannery Village issues & Conditional Use – internet sale of firearms
 - Received calls/emails from concerned residents
- Cannery Village Subdivision
 - Meet with Ed Kost
 - Review plans for development
 - Erosion & streets sections
- Heritage Creek Phase 4
 - Review submitted plans
 - Prepare and email public notice to newspaper
 - Prepare public notice letter and mailing address listing
 - Email to engineer for applicant
- 207 Summerwalk Blvd. (Cannery Village)
 - Telephone call follow up
 - Continue review of approved plans
 - Street name should be written as one word
 - Prepare letter as requested by owner
- Meet with Mayor Jones, Vice-Mayor Booros & Kristy Rogers
 - Changes to/additional Town Council meeting dates
 - Contact library & fire hall for room reservations
 - Email Dustan with changes to meeting schedule

- Review new Commission/Committee member list
 - Alley between 104 & 108 Federal St
 - Check records for ownership
- Town Council Agenda – April 10, 2013
 - Amend agenda as requested by Mayor Jones
 - Post at required locations
- 426 Mainsail Lane
 - Conditional Use Application
 - Contact applicant
 - T/C meeting date & discuss application
- Property Tax Appeals
 - Contact Dave Hickey
 - Status of updates
 - Changes to Heritage Creek Subdivision
- Prepare water impact fee invoice
 - Dogfish warehouse
- Municipal Development Trends (Bi-Annual)
 - Prepare spreadsheets (July 2012 – December 2012)
 - New construction building permits
 - Land Development Applications
 - Zoning Changes
 - Email to Office of State Planning
- FOIA Request from DCR Environmental Services
 - Conducting Phase 1 Environmental Assessment
 - Research files for lands of Heritage Creek
 - No violation/remediation found
 - Follow up call to Dale Reiser
- Utility Accounts – Quarterly Meter Readings
 - Review quarterly master list
 - Discuss discrepancies with Dustan
 - Assist Dustan/Kristy in corrections/adjustments to readings
- 107 Heritage Blvd
 - Return call to owner – Mrs. Ferguson
 - Copies of approved plans available – set up meeting date
 - Further discussion about type of homes in area of her home
 - Discussed LPD and subdivision concept

04/08/13 – 04/12/13

- Code and approve misc bills
- Attend Town Council meeting (04/10/13)
- Board of Adjustment
 - Prepare and post agenda
 - Notify library of meeting and room cancellation

- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Copy draft minutes for review
 - o Comply application information and deliver to members
 - o Meet with new member (Mark Quigley)
 - Discuss applications & P&Z requirements
 - Make copies of prior comments from Town Engineer
- 107 Heritage Blvd
 - o Meet with owner – Mrs. Ferguson
 - Reviewed approved plans
 - General comments about development
 - Further discussed LPD & subdivision concept
- Cannery Village Propane Tank Field – Preliminary Site Plan
 - o Prepare decision letter to include P&Z minutes and engineer comments
 - o Mail to engineer for applicant with follow up call
- 312 Walnut Street
 - o Opening new business
 - o Discuss code requirements & request for additional address
 - Contact post office for additional address information
- Naming of private drive – Dogfish Warehouse
 - o Call from & meet with Mike Glick – process for street naming
 - o Dogfish must supply letter of request to town
 - Town will forward request to Sussex County for approval
 - o Gave copy of Sussex County requirements
- Attend IPA training seminar - Dover
 - o Complete Communities Workshop
- Milton Park Center
 - o Call from Ralph Larson (project manager)
 - o Request for additional extension on site plan approval
 - o Follow up email for written request letter
- Merriweather Subdivision
 - o Meeting with PD Camenisch (walk in)
 - Discuss status of project
- Email from Town Manager
 - o Businesses in Shipbuilders Village (current or previous approved)
 - o Research files and respond back
- Utility Accounts
 - o Assist Dustan & Kristy with additional meter reading corrections
- Meeting with Mrs. Stuchlik (walk in)
 - o General discussion and status of projects
 - Key Ventures and Dogfish entrance
- Attend IPA training seminar - Dover
 - o Planning 104
- Milton Little League Opening Day Parade
 - o Receive email – DELDOT approval
 - o Emailed parade/public assembly permit application to be completed

- Heritage Creek Development
 - o Call from appraisal company
 - o Status of completion & approvals for different phase of project

04/15/13 – 04/19/13

- Timesheets
- Code and approve misc bills
- Update General Code books with new documents
- Alley between 102 & 108 Federal St
 - o Research files as requested by Vice Mayor Booros
 - o Locate opinion letter prepared by George Dickerson
- 411 Federal St
 - o Call from Matt Dotterer
 - o Potential church expansion
 - Setback, parking, other code requirements
- Training opportunities (seminars, classes, conferences)
 - o DEMA/FEMA, Office of State Planning, ICC
 - o Research on website and telephone calls
- Budget – 6 month review
 - o Review revenue and expenditure report
 - o Prepare comments as requested by Town Manager
- Attend Planning & Zoning Meeting (04/16/13)
- Prepare Tidewater invoices
 - o Consumption Report & Sewer Impact Fee Reimbursement
- Prepare misc. invoices
 - o Engineering/Technical Services for project
- 312 Walnut St
 - o New business request follow up
 - Prepare list of immediate neighboring properties as requested
 - Email list
- 211 Broadkill Road
 - o Meet with business owner – Ami Rae (walk in)
 - o Discuss status of corrected plans & outside agency approvals
 - o May P&Z meeting and submitting documents
 - o Requirements for building permit - fence
- Parade/Public Assembly Permit
 - o Email received by Code Officer
 - o Discuss requirements with Code Officer
- Town Council/Committee Minutes
 - o Review and correct draft minutes completed by transcriptionist
 - o Transfer to appropriate location on server
- Cannery Village Propane Tank Field – Preliminary Site Plan
 - o Prepare decision letter to include P&Z minutes and engineer comments
 - o Mail to applicant with follow up call
- Milton Little League Opening Day Parade

- Received parade/public assembly permit application
- Review application and complete permit for approval
- Distribute approved permit to applicable agencies
- Property Tax Appeals
 - Meet with Dave Hickey
 - Discuss changes to Heritage Creek Phase 2B & vacant land
 - Review and make copy of map changes
 - Status of tax appeals update
 - Follow up call from Dave Hickey
 - Clarification on removal of certain parcels from Phase 2B

04/22/13 – 04/26/13

- Code and approve misc bills
- Town Council Orientation Packet
 - Prepare information as requested by Town Manager
- Heritage Creek Phase 2B Subdivision Revision
 - Call to Terri Dukes – Sussex County Mapping Dept.
 - Check status of new mapping layout for revision
 - Fax copy of new addresses for changed layout
 - Follow up email to Ben Gordy (Heritage Creek)
- 312 Walnut St
 - Follow up pertaining to new business
 - Prepare letter for additional mailing address
 - Respond to email from P&Z members
- 219 Chandler St
 - Call from new owner
 - Questions regarding possibility of combining two lots
- Certified Local Government Grant Application
 - Discuss possible projects with Town Manager
 - Contact Joan Larrivee (Grant Manager)
 - Contact Rebecca Sheppard (Ctr. for Historic Arch. & Design)
 - Review grant application
 - Prepare documentation needed for grant submission
- Attend Town Council Meeting (04/22/13)
- Heritage Creek Phase 4 – Preliminary Subdivision Review
 - Follow up with engineer for applicant
 - Status of additional information for P&Z
- Naming of private drive – Dogfish Warehouse
 - Received official request for Town Council consideration
 - Forwarded request to Sussex County mapping for approval
- Attend IPA training seminar – New Castle
- Meet with Code Officer
 - Discuss reconciliation of business/rental license lists
 - Match 2013 to 2012, follow up with owners
- 211 Broadkill Road

- Prepare zoning classification letter for owner – Ami Rae
 - Alcohol Beverage Control Commission application
- Heritage Creek Subdivision
 - Proposed dividing part of vacant lot into individual parcels
 - Review revised layout submitted by engineer for applicant
 - Discuss changes with Town Engineer
 - Call to discuss with engineer for applicant

This report does not include normal day to day conversations, emails or meetings with the residents, Committee/Commission members, elected officials, town staff, etc.

C.E. VIOLATIONS APRIL 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>DONE</u>
3/25/2013	205 Union	non-approved fence put up	talked w/owner	Y
3/27/2013	501 Atlantic Ave.	bush blocking view of traffic	talked w/owner	Y
4/1/2013	110 Broad	furniture, toilet in front yard	left door hanger	Y
4/5/2013	116 Collins	couch, chair in yard	left door hanger	Y
4/8/2013	424 Rudder	trash can left out	left door hanger	Y
4/8/2013	414 Mainsail	trash can left out	left door hanger	Y
4/10/2013	501 Union	debris behind shed	left door hanger	Y
4/15/2013	323 Behringer	tall grass	left door hanger, sent cert letter	Y
4/15/2013	327 Behringer	tall grass	left door hanger	Y
4/15/2013	408 Yew	tall grass	left door hanger, sent cert letter	Y
4/15/2013	412 Spruce	tall grass	left door hanger	Y
4/16/2013	102 Collins	tall grass	talked w/owner	Y
4/17/2013	206 Atlantic	trash, debris around house	talked w/owner	Y
4/17/2013	208 Atlantic	trash, screen door damaged	talked w/owner	Y
4/17/2013	344 Bay Ct.	tall grass	left door hanger	Y
4/17/2013	314 Chestnut	tall grass	left door hanger	Y
4/17/2013	309 Chestnut	tall grass	left door hanger	Y
4/17/2013	500 Bennett	tall grass	talked w/owner	Y
4/17/2013	608 Bennett	tall grass	talked w/owner	Y
4/17/2013	610 Union	tall grass	left door hanger	Y
4/17/2013	121 Tilney	tall grass	left door hanger, sent cert letter	Y
4/17/2013	616 Palmer	mattresses, debris around garage	sent cert letter	Y
4/17/2013	613 Palmer	old stagnant pool liner	left door hanger	Y
4/17/2013	403 Union	tall grass	talked w/owner	Y
4/17/2013	420 Union	tall grass	talked w/owner	Y
4/17/2013	201 Federal	tall grass	left door hanger	Y
4/18/2013	206 Front	tall grass	sent cert letter	Y
4/19/2013	403 Mainsail	loose dog	talked w/owner	Y
4/19/2013	430 S. Spinnaker	tall grass	left door hanger	Y
4/19/2013	114 Mermaid	tall grass	talked w/owner	Y
4/22/2013	115 Broadkill	tall grass	left door hanger	Y
4/22/2013	602 Palmer	tall grass	left door hanger	Y

C.E. VIOLATIONS APRIL 2013

4/22/2013	116 Bay Ave.	tall grass	talked w/owner	Y
4/22/2013	414 S. Spinnaker	tall grass	left door hanger	Y
4/22/2013	105 S. Spinnaker	tall grass	left door hanger	Y
4/22/2013	111 Sailor	tall grass	talked w/owner	Y
4/22/2013	109 Mermaid	tall grass	left door hanger	Y
4/22/2013	205 Mill	tall grass	left door hanger	Y
4/22/2013	117 Collins	tall grass	sent cert letter	Y
4/22/2013	406 Sussex	tall grass	talked w/owner	Y
4/22/2013	210 Bay Ave.	tall grass	left message w/owner	Y
4/22/2013	212 Bay Ave.	tall grass	left message w/owner	
4/22/2013	118 W. Shore	tall grass	sent cert letter	
4/22/2013	413 Yew	tall grass	sent cert letter	Y
4/22/2013	803 S. Spinnaker	tall grass	sent cert letter	
4/22/2013	118 Hazzard	tall grass	left message w/owner	Y
4/23/2013	408 Mainsail	tall grass	left door hanger	Y
4/23/2013	304 Holland	tall grass	left door hanger	Y
4/23/2013	403 Cedar	tall grass	left door hanger	Y
4/23/2013	205 Federal	tall grass	left message w/owner	Y
4/24/2013	122 W. Shore	tall grass	talked w/realtor	Y
4/24/2013	202 S. Spinnaker	tall grass	left door hanger	Y
4/24/2013	404 Rudder	tall grass	left door hanger	Y
4/24/2013	160 W. Shore	tall grass	left message w/owner	
4/24/2013	616 Chestnut	tall grass	talked w/owner	Y
4/25/2013	332 Bay Ct.	tall grass	left door hanger	Y
4/25/2013	340 Bay Ct.	tall grass	left door hanger	Y
4/25/2013	110 Genoa	tall grass	left door hanger	Y

C.E. MONTHLY REPORT – APRIL 2013

**Cert letter to Chestnut Properties concerning
debris on dirt pile on Village Ctr. Blvd.**

Permit for 307 Atlantic St.

100 Sassafras Ln.

108 Isle Lane

225 Milt.-Ellendale Hwy.

426 Chestnut

102 Lake Dr.

709 S. Spinnaker

431 Mainsail

108 W. Shore Dr.

115 Arch

110 Broadkill Rd.

104 Morgan Way

614 Bennett

211 Broadkill

201 Arch St.

113 Arch St.

6 Village Center

Closed out 4 permits

**Met with contractor at 100 Sassafras to
get update on work progress**

**Research/letter for 514 Chestnut
property owners**

**Met with prospective buyer of
128 Broad St.**

Inspection at 213 Sassafras

Grass cert letters to 610 Union

121 Tilney

323 Behringer

408 Yew

206 Front

803 S. Spinnaker

C.E. MONTHLY REPORT -- APRIL 2013

118 West Shore

413 Yew

602 Palmer

117 Collins

430 S. Spinnaker

304 Holland

408 Mainsail

Inspection at 312 Walnut for remodeling

Attended seminar in New Castle